



## Utah Public School District and Charter Schools Certification of Compliance and Teacher Training of the CRT

We, \_\_\_\_\_ and \_\_\_\_\_  
(Superintendent) (District Assessment Director)  
of the \_\_\_\_\_  
School District/Charter, hereby certify and assure that:

1. Prior to the testing window, principals and/or district administrators reviewed with all school staff that administrate state-issued assessments, appropriate test administrator security practices (e.g., the storage, handling, and submission of tests), ethical student test preparation and staff administration activities (e.g., teaching the entire core curriculum), unethical student test preparation and staff administration activities (e.g., teaching only the core skills that are tested, giving students actual test questions before the test, giving the students some or all test answers, changing student answers) and possible licensing actions for violations of appropriate testing practices
2. School staff that administrates state-issued assessments was trained on the correct handling, accountability and submission of student answer sheets to the district. Each principal completed and returned to the district a signed "Principal Testing Procedure Checklist."
3. All schools administered the assessments during dates specified by the state and the district.
4. Prior to sending answer sheets to USOE, a checklist was completed for each batch to ensure that answer sheets are ready for scoring. All schools are informed of state deadlines for the returning of answer sheets and proper test booklet disposal procedures. Schools are informed that actions can be taken for missed deadlines and/or failure to adhere to state test administration policies and procedures.
5. Prior to the testing window, school staff that administrates state-issued assessments were trained to review student answers sheets (paper and electronic) for completeness, (i.e. student attempted to answer questions, background information is completed if needed by student, and the special codes box is completed if necessary to describe unique testing conditions or why a student wasn't tested.)
6. Raw score data will be reviewed for overall completeness and accuracy of scoring for all schools.
7. Acceptance of state-issued assessments raw score results will be made by approval on the USOE Assessment & Accountability website.

**WE HEREBY CERTIFY THAT THE FORGEGOING IS TRUE AND CORRECT TO THE BEST OF OUR KNOWLEDGE AND BELIEF.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
(Signature, District Superintendent)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
(Signature, District Assessment Director)